

## The Village Hall Management Committee ("VHC")

### Minutes of the Meeting

Held Via Zoom

16 April, 2021

**Attending** Charlotte Boyles (CB) Chair

Joanna Smith (JS), Garry Smith (GS), Michelle Gunn (MG), Rachel Gardner (RG), Bob Gardner (BG), Max Crow (MC).

**Apologies** received from Don Bowyer.

	<b>Topic</b>	<b>Action</b>
1.	<b>Approval of minutes</b> The minutes of committee meeting held on 25 <sup>th</sup> March 2021 were approved.	
2.	<b>Matters Arising</b> <ul style="list-style-type: none"><li>• CB confirmed that Robin Threlfall (from Kersall) will not be joining the committee but is happy to help with events.</li><li>• The COVID subgroup met to review procedures for reopening the hall.<ul style="list-style-type: none"><li>- MC to laminate QR code posters to be put in hall.</li><li>- BG and MG to coordinate on the risk assessment needed.</li><li>- BG has spoken to insurers. A copy of the COVID risk assessment needs to be kept on file.</li><li>- Copy of risk assessment to be made available to all hirers.</li></ul></li></ul>	MC BG, MG
3.	<b>May 6<sup>th</sup> Local Election</b> <ul style="list-style-type: none"><li>• BG has spoken to NSDC. In addition, they are writing to all village halls to confirm their requirements.</li><li>• NSDC will bring all supplies of sanitizer, tape for distancing etc. They will do a 'touch point' clean of surfaces as needed throughout the day.</li><li>• NSDC do not require deep cleaning prior to election day.</li><li>• NSDC happy to pay a 'reasonable sum' for cleaning after the event, in addition to hire charge.</li><li>• They require access to kitchen and one toilet.</li><li>• Plastic chairs will be used. CB to borrow from the pub.</li><li>• BG to open up at 6.15 am and CB to lock up at 10.00 pm.</li><li>• CB reported that Gaynor Marples would be happy to clean the village hall for us and that she charges £10 an hour. Estimate that a thorough clean of the hall would take 2-3 hours. Committee happy with this charge and so CB to ask Gaynor to go ahead. Gaynor to send invoice to BG.</li></ul>	CB BG, CB  CB
4.	<b>Reopening the village hall, regular and occasional hire, cleaning</b> <ul style="list-style-type: none"><li>• Agreed that the hall would re-open from 21<sup>st</sup> June for regular and occasional hire subject to any government restrictions relevant at the time.</li><li>• BG to contact those who hire the hall for regular events (yoga, pilates and kurling) and CB to contact Tae Kwan Do organiser to indicate that the hall will be re-opening from this date.</li><li>• All hirers of the Hall will be given the COVID 19 treatment plan (based on ACRE Appendix L), a copy of the Risk Assessment and the Special Condition of Hire during COVID-19 (based on ACRE Appendix E)</li></ul>	BG, CB  CB

	<ul style="list-style-type: none"> <li>Regular users of the hall need to be aware that they are responsible for a 'touch clean' of surfaces after the hire of the hall. If they are unable or unwilling to do this then a £5.00 cleaning charge will be levied to cover Gaynor's time unless a committee member agrees to do it on behalf of the hirer (RG indicated she would be willing to do this after yoga sessions on Tuesdays).</li> <li>For occasional hirers of the village hall, the Hire agreement will include a COVID-19 cleaning charge. Amount to be charged to be clarified at future meeting and hire agreement available on website to be amended.</li> </ul>	
5.	<p><b>BBQ</b></p> <ul style="list-style-type: none"> <li>Date for village BBQ agreed as 3<sup>rd</sup> July with early afternoon start. Subject to COVID restrictions being lifted.</li> <li>Agreed that we would invite villagers from Kersall and Winkburn.</li> <li>Suggested that committee members start to communicate the date &amp; time to other villagers.</li> <li>Investigate the possibility of the main road through the village being closed.</li> <li>Agreed that games such as table skittles etc (normally used at the fete) could be used on the village green. Treasure hunt also?</li> <li>Suggested that we coordinate with the Beehive Pub.</li> </ul>	
7.	<p><b>Building maintenance</b></p> <ul style="list-style-type: none"> <li>BG reported that some of the mortar in the building and patio walls has come out and a certain amount of repointing is needed.</li> <li>Agreed that BG would contact Mark Combellack to see if he would be prepared to do this.</li> <li>BG also said the committee carries out an annual 'spring clean' of the exterior – wiping window-sills, cleaning rails etc. Date and working party to be arranged at the next committee meeting.</li> </ul>	BG
8.	<p><b>AOB</b></p> <ul style="list-style-type: none"> <li>Hall induction for new committee members to be arranged at next meeting.</li> <li>Photographs for RG and all new committee members are needed.</li> </ul>	
9.	<p><b>Next meeting</b></p> <p>The next meeting will be held at 8.00 pm on 20<sup>th</sup> May. Venue will be confirmed closer to the time.</p>	



CHARITY COMMISSION  
FOR ENGLAND AND WALES

Charity Name  
**The Village Hall in Maplebeck**

No (if any)  
922304

**CC16a**

**Receipts and payments accounts**

For the period from **1st January 2020** To **31st December 2020**

**Section A Receipts and payments**

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
<b>A1 Receipts</b>					
Events & Parties	958	-	-	958	2,529
Village Fete	-	-	-	-	769
Half Hve	395	-	-	395	2,145
Feed in Tarris	1,537	-	-	1,537	1,497
Donations	-	-	-	-	20
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	<b>2,890</b>	<b>-</b>	<b>-</b>	<b>2,890</b>	<b>7,060</b>
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>2,890</b>	<b>-</b>	<b>-</b>	<b>2,890</b>	<b>7,060</b>
<b>A3 Payments</b>					
Events & Parties	1,013	-	-	1,013	1,967
Rent	100	-	-	100	100
Energy	863	-	-	863	869
Water	39	-	-	39	90
Waste Water	215	-	-	215	290
Insurance	556	-	-	556	540
Membership Fees & Licences	127	-	-	127	256
Maintenance	1,624	-	-	1,624	340
Others	286	-	-	286	552
	-	-	-	-	-
<b>Sub total</b>	<b>4,823</b>	<b>-</b>	<b>-</b>	<b>4,823</b>	<b>4,794</b>
<b>A4 Asset and investment purchases, (see table)</b>					
Fixtures & Fittings	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>4,823</b>	<b>-</b>	<b>-</b>	<b>4,823</b>	<b>4,794</b>
<b>Net of receipts/(payments)</b>	<b>- 1,933</b>	<b>-</b>	<b>-</b>	<b>- 1,933</b>	<b>2,266</b>
<b>A5 Transfers between funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>A6 Cash funds last year end</b>	<b>5,728</b>	<b>-</b>	<b>-</b>	<b>5,728</b>	<b>3,462</b>
<b>Cash funds this year end</b>	<b>3,795</b>	<b>-</b>	<b>-</b>	<b>3,795</b>	<b>5,728</b>

**Section B Statement of assets and liabilities at the end of the period**

Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
Current Account	3,795	-	-

Categories  
CCXX R1 accounts (SS)

04/02/2021

**B1 Cash funds**

	-	-	-
	-	-	-
<b>Total cash funds</b>	<b>3,795</b>	-	-
<small>(agree balances with receipts and payments account(s))</small>			

**B2 Other monetary assets**

Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
	-	-	-
	-	-	-
	-	-	-
	-	-	-
	-	-	-

**B3 Investment assets**

Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
		-	-
		-	-
		-	-
		-	-
		-	-

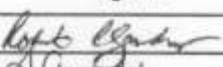
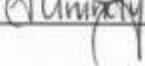
**B4 Assets retained for the charity's own use**

Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
		-	-
		-	-
		-	-
		-	-
		-	-
		-	-
		-	-
		-	-
		-	-
		-	-

**B5 Liabilities**

Details	Fund to which liability relates	Amount due (optional)	When due (optional)
		-	
		-	
		-	
		-	
		-	

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval
	R.L. GARDNER	14/01/21
	JULIE GRUNDY	14/01/21

**Independent examiner's report to the Trustees of The Village Hall in Maplebeck – Charity Number 502304**

I report on the accounts of the Trust for the year ended 31 December 2020, which are set out on pages 1 and 2.

**Respective responsibilities of trustees and examiner**

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- to state whether particular matters have come to my attention.

**Basis of independent examiner's report**

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

**Independent examiner's statement**

In connection with my examination, no matter has come to my attention:

(1) which gives me reasonable cause to believe that in any material respect the requirements:

- to keep accounting records in accordance with section 130 of the 2011 Act; and
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act

have not been met; or

(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

  
RE Williams, F.C.A.

Thatched Cottage, Nottingham Road,  
Southwell, NG25 0QW

16 February 2021